Realm Launch Guide for WellSprings CONGREGATION
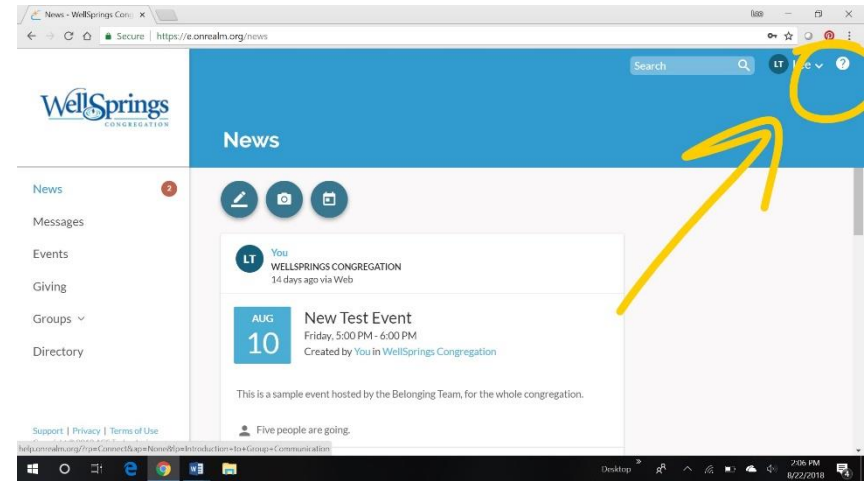
WellSprings' online community is called Realm
If you need support beyond this guide, feel free to contact
office@wellspringsuu.org, or click the **question mark icon** in the top right corner of your screen to access Realm Help.

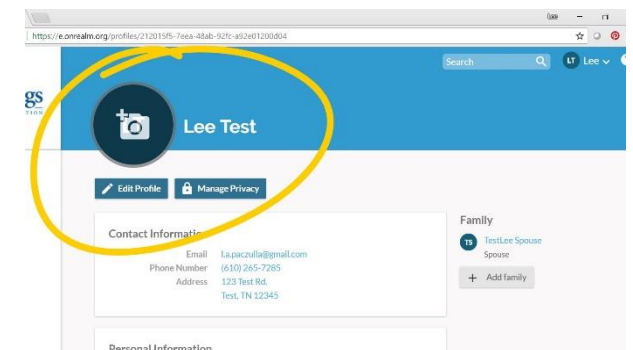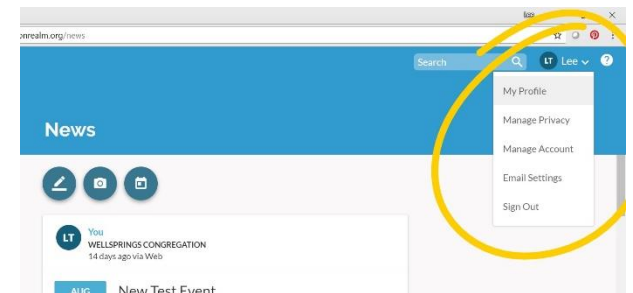Realm also has an app for your mobile device, called "Realm Connect."

This guide will show you how to use Realm on the web, but will note where functions are also available on the app.

When you first log in, we ask you to do three things: **1) Check Your Profile**, **2) Set Notifications**, and **3) Review Your Giving**.
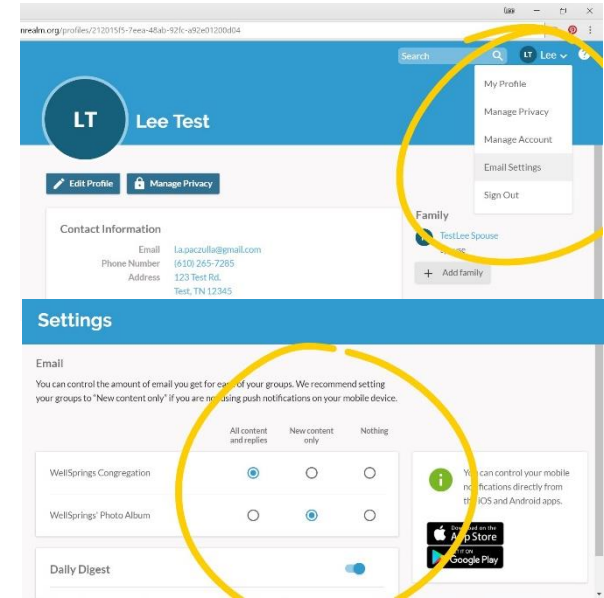

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1) Check Your Profile

- In the top-right corner, click your name to view a drop-down menu. Click "My Profile."

- Under your name, click "Edit Profile." Check both the Contact Information and Personal Information tabs and make any needed updates. Once you've reviewed your information, click "Save."

- Click "Manage Privacy." On the next page, choose who can access your information. Choose "Custom Privacy" if you want different information (e.g. phone, e-mail, address) to be available to different groups of people. Click "Save."

- Finally, click the circle to the left of your name to upload a profile photo. Our whole community benefits when we can all put a name to a face!

- ***On the app:*** *you can edit your contact info, manage privacy, and upload a photo.*

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![WellSprings CONGREGATION]

2) Set Notifications

- In the top-right corner, click your name to view a drop-down menu. Click "Email Settings"

- Scroll through any groups and set your notification preferences for each.

- You can turn on the "Daily Digest" option to receive an e-mail at the end of each day with news from across all your groups.

- *On the app: You can enable push notifications from the "Settings" menu on your Realm app (click "More" at the bottom-right corner of your screen). You can also edit your e-mail notification settings on the app.*

3) Review Your Giving

- On the left-side menu, click "Giving."

- Click "Year to date" to select a different range of your giving history to view.

- Click "Scheduled" to view recurring gifts set up through Realm. To edit a recurring gift, click the three dots on the right side of the page.

- Set up a new one-time or recurring gift by clicking the " + Give" button.

- *On the app: you can review your giving history and follow a link to create a new one-time or recurring gift. Text "WSPRINGS" to 73256 to give via text*